



Region X – Northern Mindanao

DIVISION OF OZAMIZ CITY

IBJT Compound Carangan, Ozamiz City

Tel. No. (088) 545-0988; Fax No. (088) 545-0990



**PURCHASE ORDER**

Supplier:	KEEDEE OFFICE SUPPLIES TRADING	P.O. NO.:	2025-02-002
Address:	OZAMIZ CITY	Date :	02/12/2025
Contact No.:	306-794-052-001	Mode of Procurement :	Shopping
CP No.:	9173112213		

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	NARCISO B. LEDESMA CS/ TABID, OZ. CITY	Delivery Term:	cash upon delivery
Time of Delivery:	within 5 calendar days after receipt of PO by the supplier	Payment Term:	cash

Item No.	Quantity	Unit	Description	Unit Cost	Amount
				2,600.00	2,600.00
				6,000.00	6,000.00
1	1	unit	Microphone wired		700.00
2	1	set	Microphone wireless	140.00	
3	5	set	Padlock( small)	9,300.00	93,000.00
4	10	unit	Printer 3in1	24.00	15,840.00
5	660	box	Floor Wax	38.00	4,560.00
6	120	piece	Medal DepED Medium (Silver)	19.00	380.00
7	20	piece	Ordinary Medal (Gold)	33.00	3,960.00
8	120	pack	Specialty paper	350.00	700.00
9	2	ream	Parchment Paper, acid free A4	55.00	220.00
10	4	pack	Balloons	38.00	836.00
11	22	box	Fastener, plastic coated	250.00	500.00
12	2	piece	Puncher, heavy duty	80.00	160.00
13	25	box	Binder Spring plastic 55mm	110.00	2,750.00
14	4	roll	Ribbon satin, 1"	12.00	48.00
15	10	box	Thumbstacks	56.00	560.00
16	25	piece	Correction Tape, 6m	31.00	775.00
17	10	pack	Specialty paper, long	115.00	1,150.00
18	5	meter	Cloth, colored	2,500.00	12,500.00
19	4	piece	Flower pot, fiber big	2,500.00	10,000.00
20	2	piece	trash can 120L	285.00	570.00
21	3	roll	Ribbon net 3"	160.00	480.00
22	20	meter	Leatherette color red	105.00	2,100.00
23	2	roll	ribbon cloth 1"	5.00	10.00
24	100	piece	glue stick	1,350.00	135,000.00
25	1	unit	weighing scale, bathroom type	5,800.00	5,800.00
26	1	unit	biometric machine, fingerprint	6,400.00	6,400.00
27	2	unit	printer, print only	325.00	650.00
28	42	bottle	epson ink , 003 Black	330.00	13,860.00
29	21	bottle	epson ink , 003 Cyan	330.00	6,930.00
30	21	bottle	epson ink , 003 Magenta	330.00	6,930.00
31	21	bottle	epson ink , 003 Yellow	330.00	6,930.00
32	5	pcs	glue gun	220.00	1,100.00
33	1	unit	wifi router	2,000.00	2,000.00
*** Nothing Follows ***					
<b>Total Amount</b>				<b>Php</b>	<b>211,396.00</b>

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:  
  
**DEBBIE P. OLMOGUEZ**  
 KEEDEE OFFICE SUPPLIES TRADING  
 Signature over Printed Name of Supplier  
 Date

Very truly yours,  
  
**MELANIE T. PAREDES**  
 School Head